
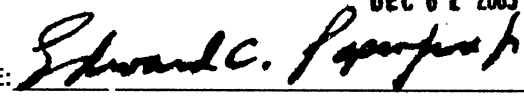


RECORDS RETENTION AND DISPOSAL SCHEDULE

PAGE 1 OF 2

DEPARTMENT OF HEALTH & MENTAL HYGIENE

General Schedule- Health Profession Boards and Commissions

Item No.	Description of Records Series (from Inventory Form)	Authorized Retention Period & Instructions
<p>This schedule does not apply to the Board of Physicians, mission. This schedule was developed for use along with the by the DHMH Health Profession Boards and Commissions. except the following which are superseded and may not be</p> <p style="text-align: right;">Board of Nurses, or Md Health Care Com-General Schedule for Administrative Records Previously authorized schedules are in effect used:</p>		
	197, 208, 246, 247, 341, 351, 364, 448, 463, 464, 645A1, 645A2, 651, 661, 664, 665, 667, 668, 669, 681, 683, 684, 685, 687, 706, 711, 996, 1437, 1482,	603, 609, 610, 620, 621, 622, 624, 645, 645A, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 1664, 1665, 1665A1, 1769, and 1846.
1	MINUTES OF MEETINGS may include agendas, transcriptions of minutes of meetings and hearings, electronic recording media such as audio or video tape. May be microfilmed or scanned to CD.	RETAIN PERMANENTLY. Transfer periodically to the State Archives.
2.	LICENSURE FILE- (NOTE: Privacy & Security) including databases of licensed professionals, applications, registration, resumes, examinations, photos, license renewals, inquiries, CEU's, correspondence, references, and other data. May be microfilmed or scanned to CD.	Retain active files in office. Screen periodically, removing outdated or inactive information to an inactive file and inserting new information when available. Retain inactive files for twenty (20) years , then destroy (may be sent to Records Center). Electronic media: Back up periodically and retain back up copy off site.
3.	COMPLAINT AND DISCIPLINARY FILE (NOTE: Privacy & Security) -including complaints, documentation, legal and/or criminal charges, hearing cases, settlements, advisory opinions, Final Orders, suspensions, revocations, Statements of Fact, etc. Maintain an active and closed case file. (May be grouped with Licensure File Series.)	Screen periodically, removing outdated information and inserting new information when available, taking care to assure that disciplinary time limits are followed and active cases are moved to closed cases when appropriate. Retain Final Orders, Statements of Fact, and Opinions of the Attorney General permanently , periodically transferring to the State Archives. Retain closed cases twenty (20) years then destroy
4	LICENSEE REGISTERS Ledgers listing members of the profession licensed in Maryland including their names, license numbers, diplomas, and other information.	RETAIN PERMANENTLY. Periodically transfer to the State Archive.
APPROVED BY: (DHMH Official) DATE: OCT 22 2003 SIGNATURE  Richard Proctor, Chief of Staff		AUTHORIZED BY: (STATE ARCHIVES) DATE: DEC 02 2003 SIGNATURE:  Edward C Papenfuse, Jr., State Archivist

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PAGE 2 OF 2

DEPARTMENT OF HEALTH & MENTAL HYGIENE
General Schedule- Health Profession Boards and Commissions

Item No.	Description of Records Series (from Inventory Form)	Authorized Retention Period & Instructions
5.	HISTORY FILE - including one copy of each publication issued by the unit, documentation (such as news clippings) on highly publicized cases or cases of significance, videotapes or CD's of broadcasts or events, annual reports, surveys, lists of current / past members of the Board / Commission.	Information culled from other files during screening which has apparent historic value or significance that merits preservation. RETAIN PERMANENTLY. Periodically transfer to the State Archives.
6.	LEGISLATION FILE Information related to proposed or enacted legislation including supporting studies and research, statistical and financial analyses, impact statements, etc.	Retain for ten (10) years , then destroy if no longer needed.
7.	REGULATED BUSINESS FILE includes applications, registration, licensing, inspections, renewals, complaints, and other monitoring data for businesses associated with the professions regulated by Boards or Commissions such as pharmacies, funeral homes, optometrists hearing aid vendors, etc. A. Business License File including applications, renewals, etc. B. Complaints, disciplinary actions, failed inspections, etc.	Screen files periodically to remove duplicate and outdated information, and to insert new info when available. Move files to inactive the year following when license has not been renewed. Retain active files in office. Retain inactive files for ten (10) years , then destroy. Retain for twenty (20) years then destroy. Final Orders, Findings of Fact, and Opinions of the Attorney General are to be retained permanently . Periodically transfer to MSA
8.	GENERAL FILE includes correspondence, subject reference file, databases of information on professions and / or businesses, web page development for online transactions, research, brochures on the Board business, etc.	Screen annually. Retain for three (3) years , then destroy if no longer needed.